



CITY OF BOULDER

Energy Future Internship **Job Description**

JOB TITLE:	Energy Future Internship
DEPARTMENT:	City of Boulder Energy Strategy and Electric Utility Development
SALARY RANGE:	\$14/hour
HOURS:	15 hours per week, Monday through Friday, between 8 a.m. – 5 p.m., days and hours flexible; Internship will run from Jan. 14, 2013, through May 31, 2013.
SUPERVISOR:	Media Relations/Communications Manager
CLOSING DATE:	Jan. 4, 2012

OVERALL JOB OBJECTIVE

The City of Boulder's Public Energy Strategy and Electric Utility Development Department is seeking a motivated intern to assist with planning, communications/public outreach and administrative duties related to the possible creation of a city-owned and -operated electric utility. This is an excellent opportunity to build your portfolio and gain experience in the public sector and with a high-profile city initiative. Applicants must have excellent writing and editing skills, focusing on public information needs. Customer service experience is a plus. A flexible work schedule may be arranged.

REQUIREMENTS

- Currently or recently (within last 18 months) enrolled in college.
- Experience in proofreading/editing.
- Experience in creating and posting content to websites.
- Demonstrated skills in written and oral communication.
- Demonstrated ability to use computing software, including email, word processing, spreadsheets, database programs, social media and Internet search engines.
- Strong organizational skills, professional attitude and ability to address issues and find information using own initiative under minimal supervision.
- Customer service experience and solution-oriented attitude.

DESIRED QUALIFICATIONS

- Preferred majors include Communication, Journalism, Public Affairs, Marketing and Environmental Studies.
- Demonstrated ability with InDesign and Photoshop software programs.
- Knowledge of energy and sustainability issues.
- Some understanding of local government and political processes.
- Data input and analysis experience.
- Experience handling sensitive and confidential material.
- Familiar with Associated Press Stylebook.

APPLICATION INSTRUCTIONS

Resumes and cover letters should be professional and free of grammar and spelling mistakes.

Please submit a cover letter, resume and three recent writing samples to Sarah Huntley by email huntleys@bouldercolorado.gov by deadline date above. Call 303-441-3155 with questions.